

**FILE COPY**

**DARLENE GREEN**  
Comptroller



**OFFICE OF THE COMPTROLLER  
CITY OF ST. LOUIS**

***Internal Audit Section***



**DR. KENNETH M. STONE, CPA**  
Internal Audit Executive

Carnahan Courthouse Building  
1114 Market St., Room 642  
St. Louis, Missouri 63101  
(314) 622-4723  
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December 4, 2008

Rollin Stanley, Executive Director  
Planning and Urban Design  
1015 Locust Street, Suite #1200  
St. Louis, MO 63101

RE: Payroll Distribution of the Planning and Urban Design (Department #141)  
Payroll Period Ending August 18, 2007 (Project # 2008-8)

Dear Mr. Stanley:

A payroll distribution of the Planning and Urban Design was conducted for the pay period ending August 18, 2007. The objectives of this review were to determine if:

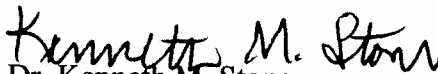
- Eligible City Employees received wages
- Wages were adequately safeguarded
- Employees were only paid for actual hours worked
- The accrual and use of paid leave are accurate

The fieldwork was completed on August 23, 2007. During the observation, nothing came to our attention that caused us to believe that wages were not properly distributed or adequately safeguarded.

This review was made under authorization contained in Section 2, Article XV of the Charter, City of St. Louis, as revised, and has been conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing*.

If you have any questions, please contact Internal Audit Section at (314) 622-4723.

Respectfully,

  
Dr. Kenneth M. Stone  
Internal Audit/Fiscal Executive

cc: Amy Williams, Payroll Manager, Comptroller's Office  
Ronald Smith, City Operations Manager, Mayor's Office